



Sample Transferable Skills

- Attend to visual detail
- Assess and evaluate my own work
- Assess and evaluate others' work
- Deal with obstacles and crises
- Multi-task
- Present written material
- Present material orally
- Manage time
- Repair equipment or machinery
- Keep records
- Handle complaints
- Coordinate fundraising activities
- Coach
- Research
- Build or construct
- Design buildings, furniture, etc.
- Manage finances
- Speak a foreign language (specify language)
- Use sign language
- Utilize computer software (specify programs)
- Train or teach others
- Identify and manage ethical issues
- Raise funds
- Advise people
- Act/perform
- Adapt to situations
- Delegate
- Compile statistics
- Edit written materials